

**DHS**  
**S**eniors and  
**P**eople with  
**D**isabilities

**STATE-OPERATED COMMUNITY PROGRAMS**      *November 1, 2002*  
**24-HOUR RESIDENTIAL POLICIES AND PROCEDURES**      **#2.008**

**PROGRAM MANAGEMENT: Payment of Personal Property Claims**

**ORS 179.210—179.240**

**POLICY:**

The State-Operated Community Programs (SOCP) may audit a claim for damages to personal property (excluding vehicles). The audit will be subject to approval by DHS Office of Financial Services when such damage results from an accident occurring in connection with the person's employment in SOCP. The damage must have occurred during the performance of the employee's official duties or other activity or functions of the homes. All such claims shall be filed in accordance with procedures established by the Office of Financial Services.

**PROCEDURE:**

- A. Claims shall be submitted to the director of SOCP.
- B. The claim filed shall be limited to the actual costs as substantiated by receipts for replacement of the damaged item or to the best estimate of the cost for replacement or repair of the damage. All claims shall be based on reasonable costs which shall be subject to review by the Office of Financial Services.
- C. The claim shall include the following
  1. A written statement by the claimant outlining in detail the circumstances and time of the accident.
  2. A certification that a client was involved in the accident.
  3. Copies of all receipts or substantiated estimate for replacement or repair of damage resulting from the accident.
  4. Names of witnesses to the event (minimum of one).
- D. Claims shall be sent by SOCP to the Office of Financial Services together with SOCP's letter of recommendation.
- E. The Office of Financial Services shall review the submitted documentation to determine if the claim is valid and shall determine if there is a debt owed

to the State of Oregon by the claimant. In determining whether a debt exists, the Oregon Department of Revenue shall be contacted.

F. Claims will not be approved under the following circumstances:

1. Where the amount sought exceeds the funds appropriated for this purpose.
2. Where the person incurring injury or damage has been compensated by liability insurance or otherwise.
3. Where the cause or occasion of the accident resulting in injury or damage is chargeable to the conduct or negligence or the party injured or damaged.
4. Where a suit or an action of law against a private person, on a cause based upon the same facts stated in the claim, would be barred by any appropriate statute of limitations.
5. Where the claims for damage to a watch and/or watchband exceeds \$50.00. In this case reimbursement will be made at \$50.00.
6. Where the claim for damage to an article of clothing/sundry item such as a blouse, shirt, pants, or similar item exceeds \$25.00. In this case, reimbursement will be made at \$25.00.
7. Where damage is to jewelry, radios, cell phones, non-prescription sunglasses or other personal items or clothing deemed unnecessary to perform the job or specifically addressed by SOCP or house policy.
8. Where replacement cost exceeds original cost as documented by original purchase receipt and replacement receipt.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director